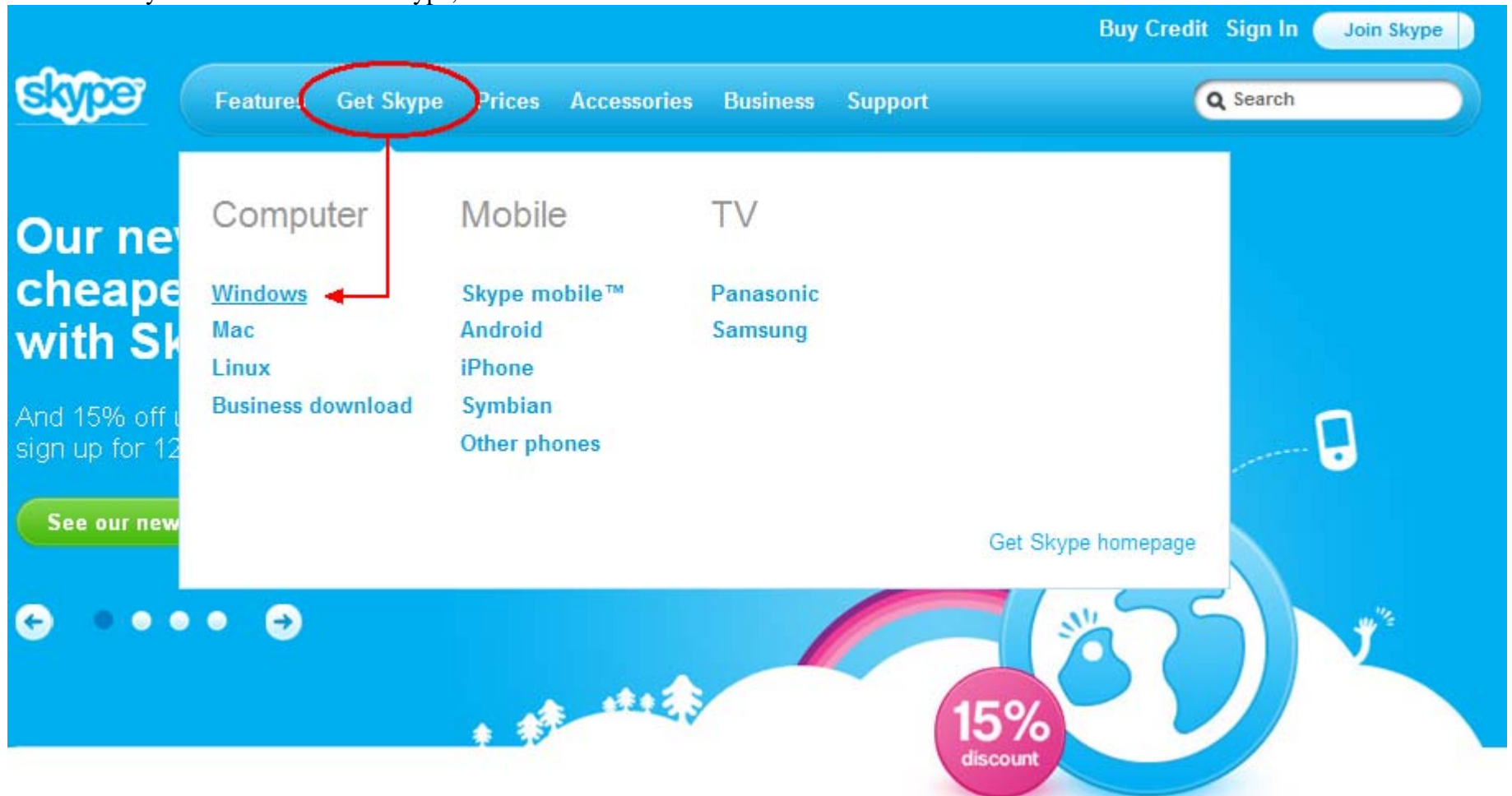


Tutorial for Installing Skype 5.0 on your Windows PC

1. Open your internet browser and type Skype.com in the address bar.
2. Hold your mouse over “Get Skype,” then select “Windows”.



3. Select the green box that says “Download Now”.

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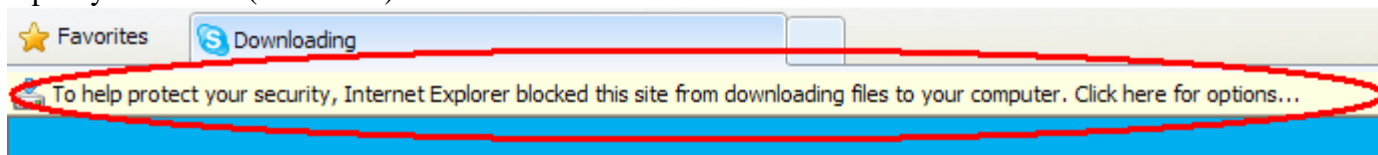
Get the new Skype for Windows on your computer.

Download now Skype 5.0 for Windows

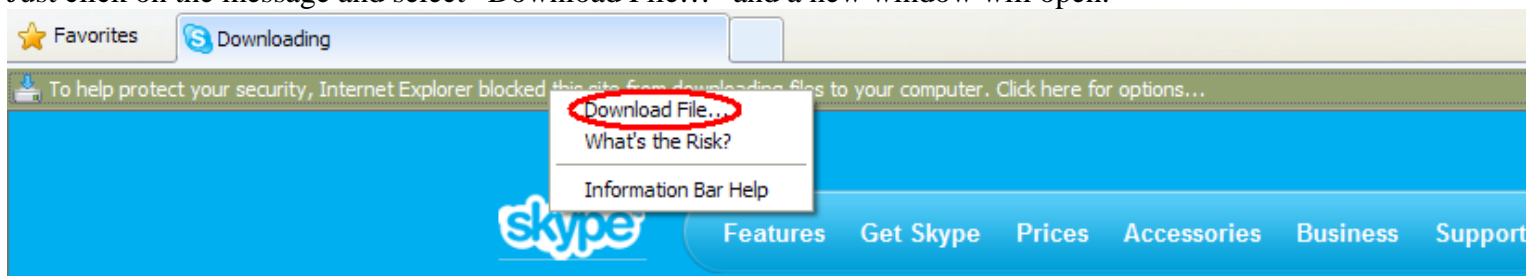
On Your Computer

- Windows
- Mac OS X
- Linux
- Windows (Business version)
- Windows (Beta)
- Mac OS X (Beta)
- Linux (Beta)
- Email Toolbar
- Office Toolbar
- Click & Call Advertising with Skype plug-in

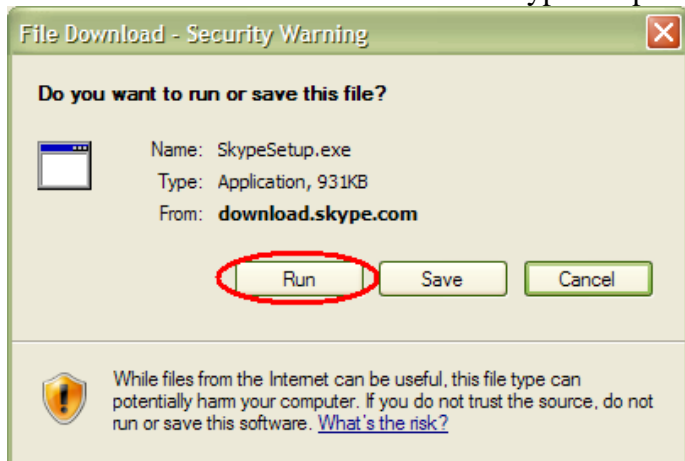
4. This will direct you to a “Downloading” page and the download should start automatically. If the download does start automatically and a new window opens, then proceed to step 5. If you have high security settings, you will likely get a message at the top of your screen (see below).



Just click on the message and select “Download File...” and a new window will open.



5. Select “Run” to download the Skype setup file.



6. Again, select “Run” to begin the download.



7. The download will take a couple minutes. Once download is complete, Skype will need to install. Select your language, then select the “I agree – install” button.



8. After installation, a new window will automatically pop up that says “Create a new Skype account”. Once you have entered the required information needed to create an account and have read and agreed to the Skype End User License Agreement, the Skype Terms of Service, and the Skype Privacy Statement, select the “I agree – create account” button in the lower right of the screen.

Skype™ - Create account

S Create a new Skype account

Already have a Skype account? [Sign in](#) [Get help](#)

Full name

Create Skype Name 6-32 characters needed

Note: anyone can see this information. Please fill in all fields.

Password 6-20 characters needed

Repeat password 6-20 characters needed

Email Enter a valid email address

Repeat email Enter a valid email address

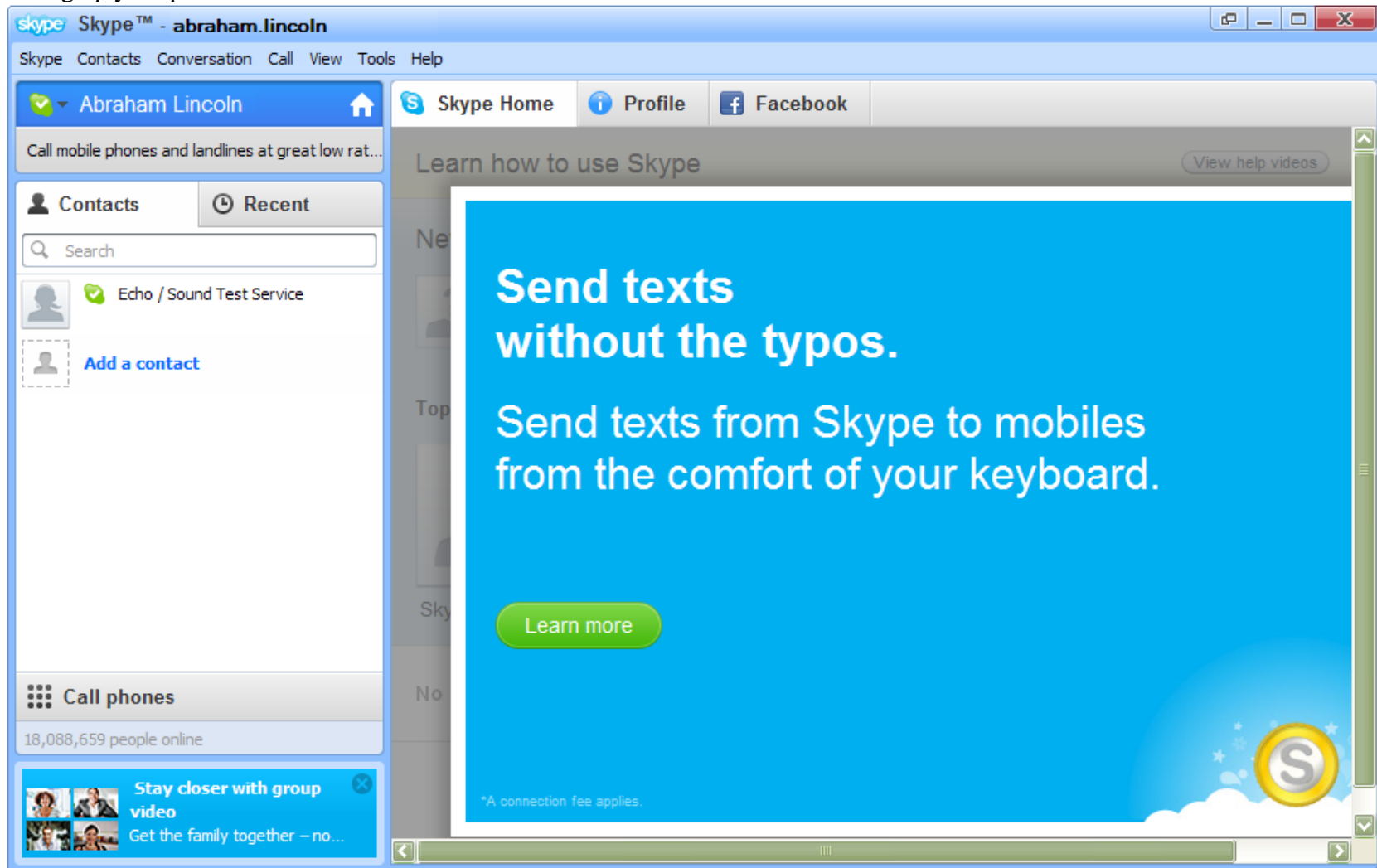
Yes, send me Skype news and promotions

Note: only you can see this information. Please fill in all fields.

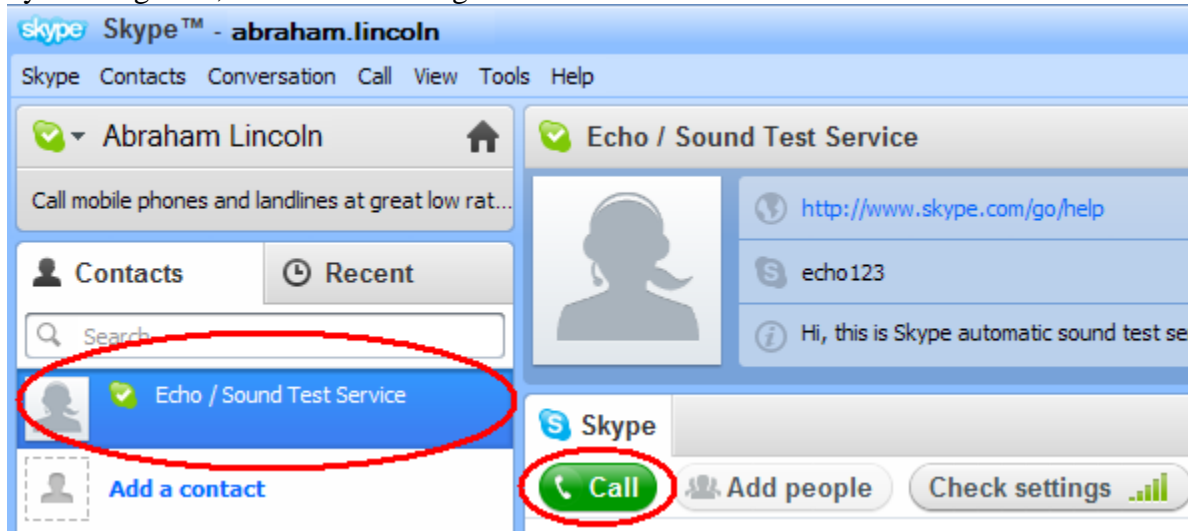
Yes, I have read and I accept the [Skype End User License Agreement](#), the [Skype Terms of Service](#) and the [Skype Privacy Statement](#) **I agree - create account** **Cancel**

Note: The “Yes, send me Skype news and promotions” check box is auto selected, so if you *do not* want these email messages sent to your inbox, you need to un-select the check box.

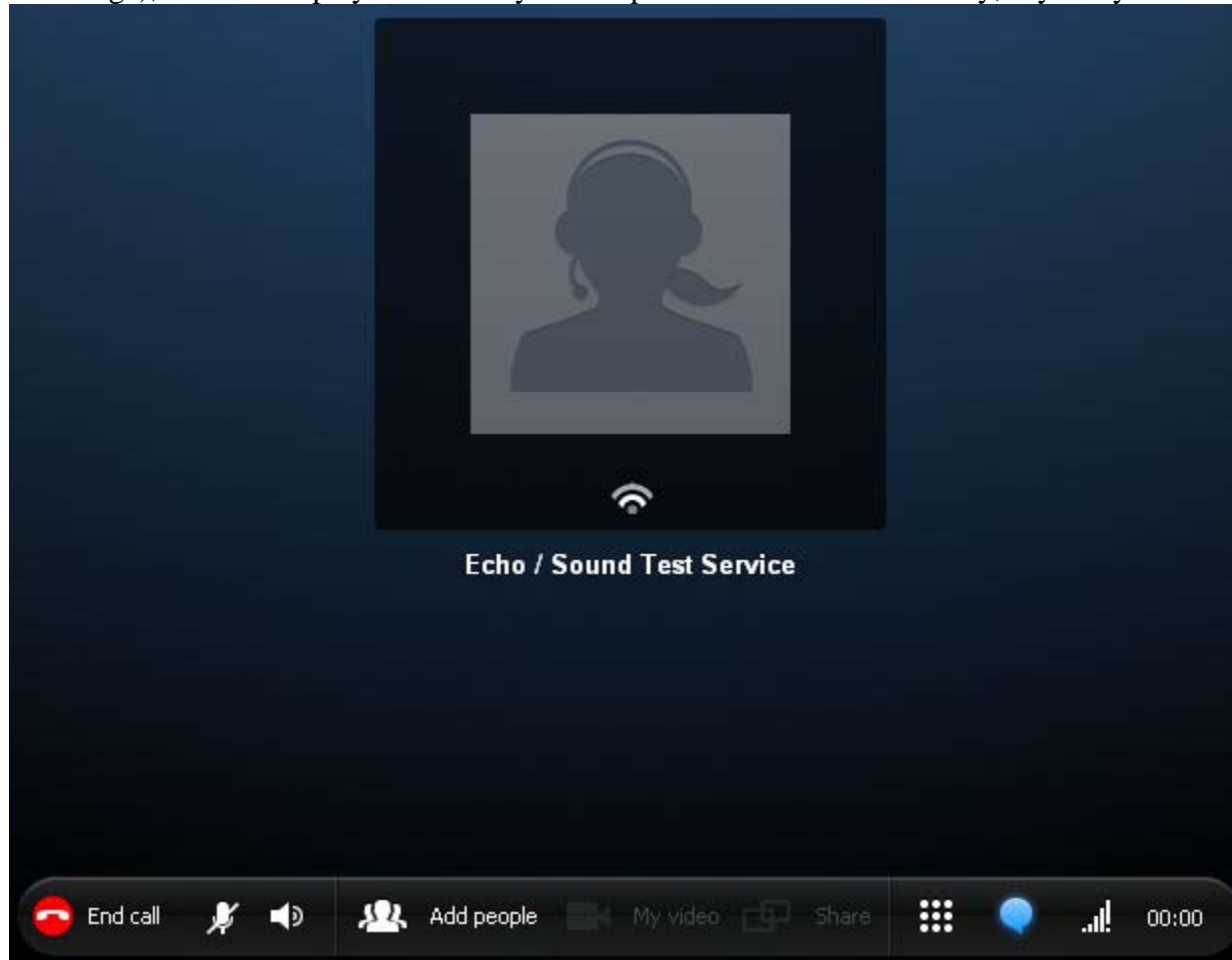
9. As soon as you select the “I agree – create account” button, the Skype software opens up (see below) and you are logged in. The “Create account” window is also still open but has proceeded to the next screen to continue setting up your profile. Continue setting up your profile as desired.



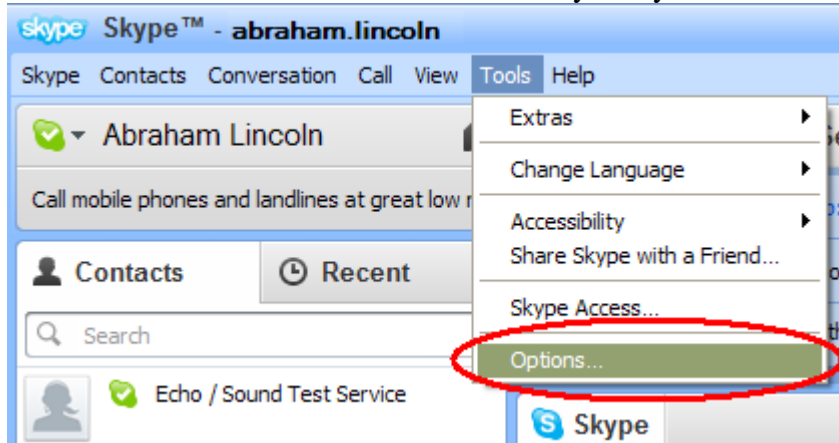
10. Now go back to the Skype software that opened up and maximize the screen, then close the “Send texts without the typos” message. To the left you’ll see a Contacts tab, under which you will see the “Echo / Sound Test Service” contact. Select that contact by clicking on it, then click on the green “Call” button.



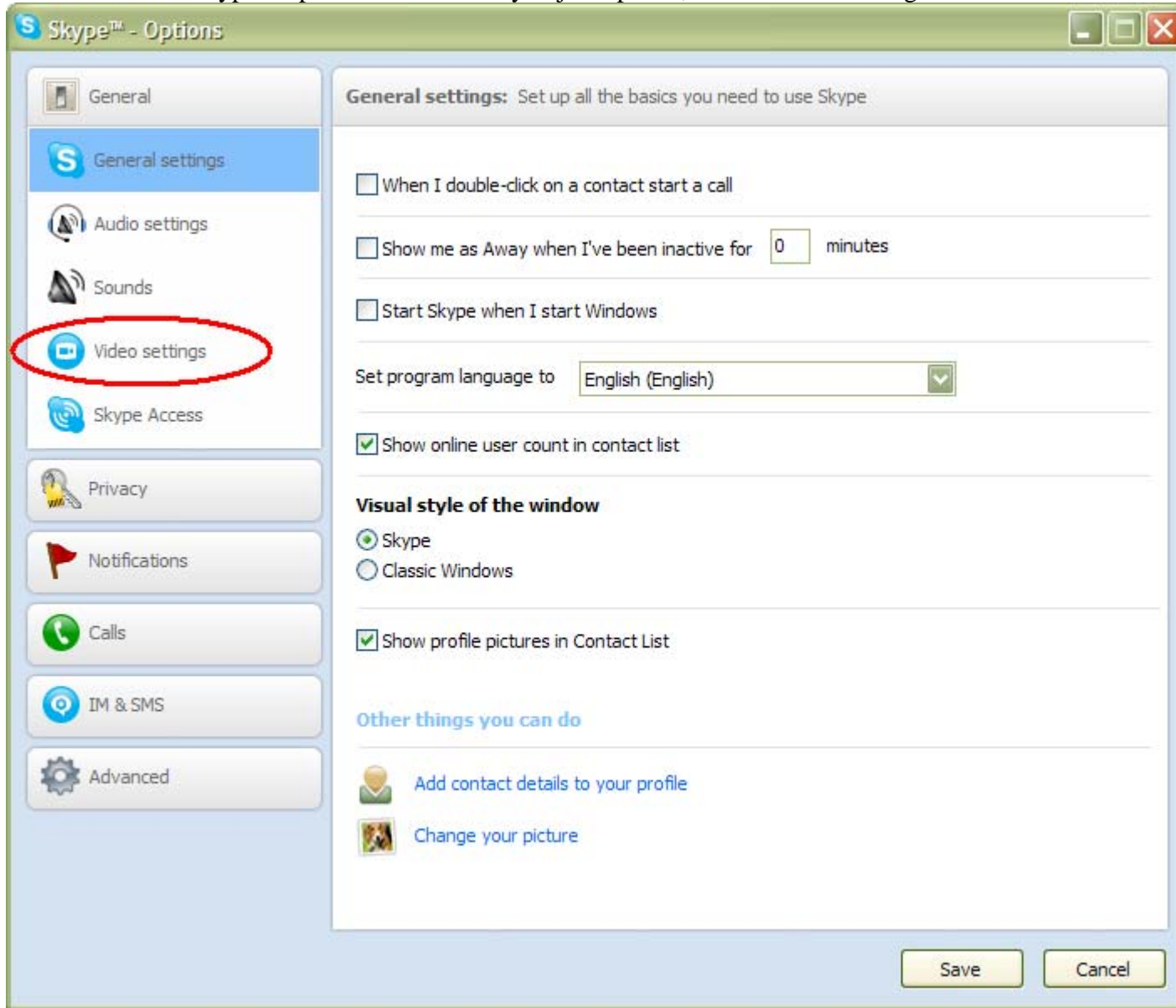
11. A new screen will open up, this is the call screen. You have dialed an automated assistant that allows you to test your microphone and speakers (don't worry, there is no charge for this service). You should hear a ring tone, then the automated assistant will ask you to leave a message after the tone, a second tone indicates when it has stopped recording (you'll have ~10 seconds to leave a message), then it will play it back for you. Simple as that! And don't worry, if you try this and there is no answer, just try again.



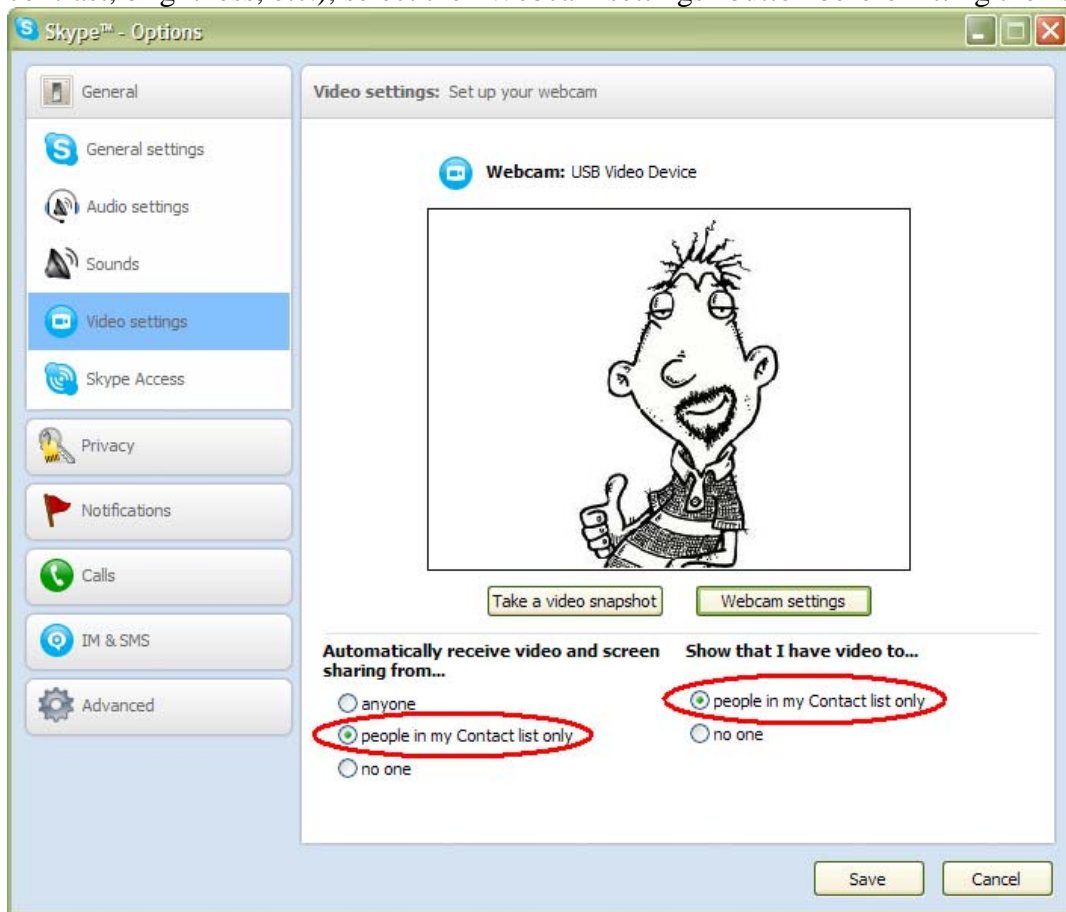
12. The next order of business is to verify that your video settings are correct. Go to the “Tools” menu and select “Options.”



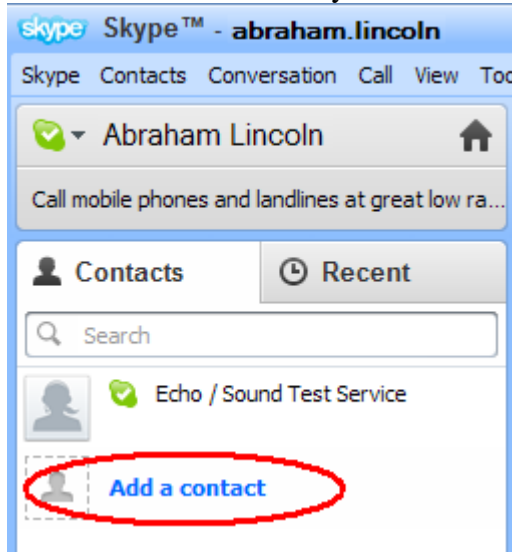
13. From the Skype - Options window that you just opened, select “Video settings”



14. As long as you have a webcam and it is plugged in and turned on, you should see yourself in the video screen. Select “people in my Contact list only” for both fields and hit the “Save” button. If you would like to play with video camera settings (i.e. zoom, contrast, brightness, etc.), select the “Webcam settings” button before hitting the “save” button.



15. You are now ready to add contacts to your Contacts list. Click on “Add a contact” under the “Contacts” tab.



16. Skype allows you to search for other Skype users by eMail address, phone number, full name, or Skype username. Just enter John's Skype username (john.standefer) and click the green "+ Add" button.

Skype™ - Add a contact

Add a contact

If they're on Skype too, calls are free.


Enter all the details you know:

Email

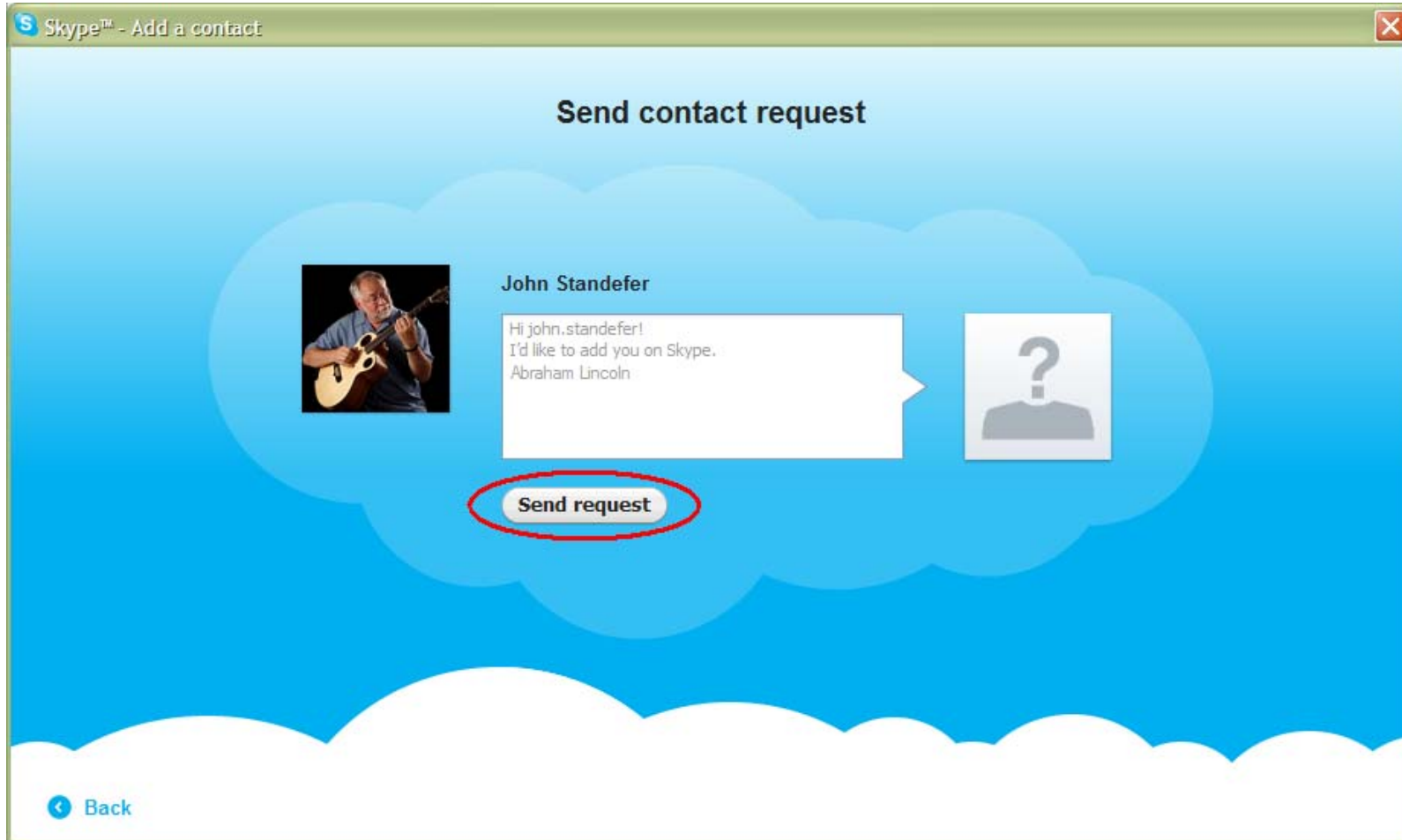
Phone number

Full name

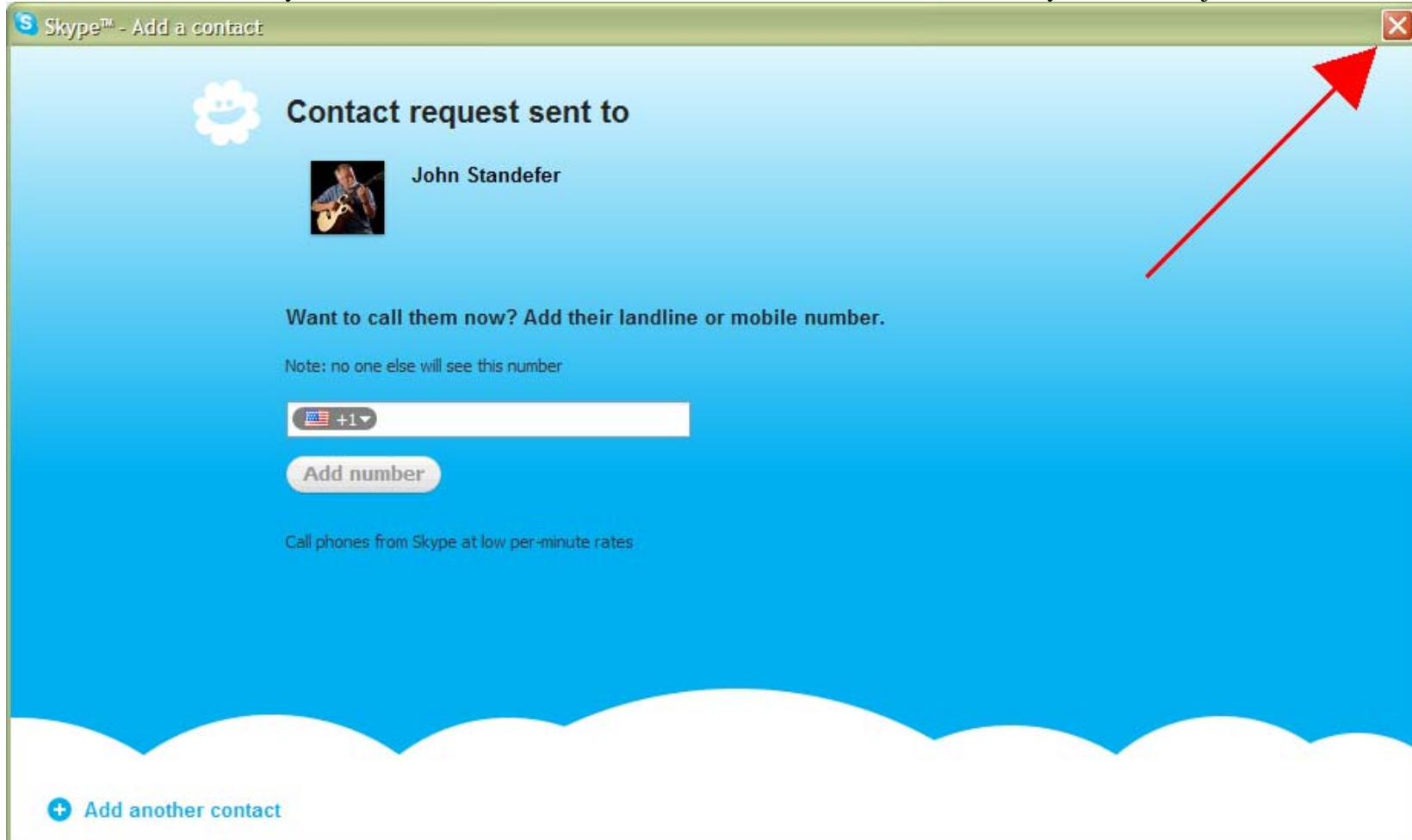
Skype Name

 **John Standefer**
Vancouver, WA, United States
Champion fingerstyle guitarist / teacher

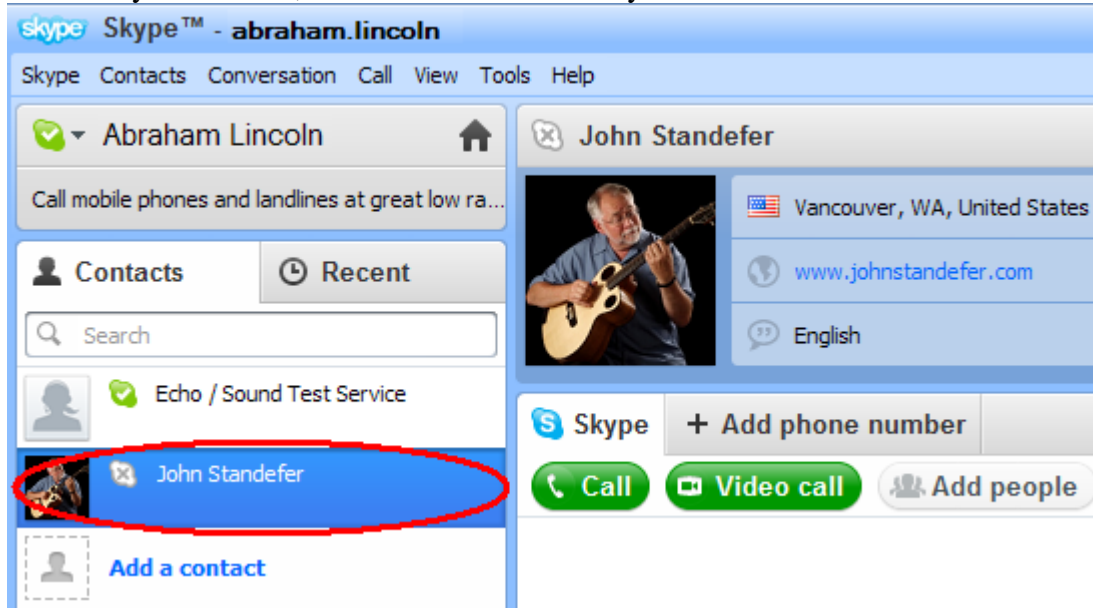
17. The next window gives you the option to add your own message to John. Just click on the “Send request” and it will send the generic message already inserted in the text box. If you would like to send your own message rather than the generic one, you are more than welcome to do so.



18. That's it! You may add another contact or view John's contact from this window, or if you are done, just close the window.



19. If you'll notice, John is now a contact in your Contacts list.



20. Once you've arranged your Skype Guitar Lesson date/time with John, just open Skype, login, select him from your Contacts list, and then select the green "Video call" button.

If you have any further questions/problems, please refer to the Support page at Skype.com.